

Personnel

Payroll Regulations

**Authorized Leave
With Pay**

POLICY:

- .01 An authorized leave of absence with pay may be granted to an exempt employee who has worked significantly more hours than would be expected on a normal work schedule and who has done so at the direction of a supervisor. Such leave is not to be used to compensate an employee for extra work on an hour-for-hour basis, nor is it to be used to grant compensation time to exempt employees for official travel on weekends.

**APPROVALS AND
PROCEDURES:**

- .02 Up to three days of such leave in a calendar month maybe be approved by the Division Leader. No explanation is required on the time and effort report; however, the Division Leader must provide an approval memorandum to the requesting manager.
- .03 Periods in excess of three workdays per month may be granted only with the approval of the Laboratory Director. An approval memorandum from the Laboratory Director or his designee must be kept with the time and effort records.

POINT OF CONTACT:

- .04 Contact the local Human Resources representative for more information about this policy. Contact the Payroll Office for more information about documentation requirements for Authorized Leave with Pay.